

## HOW THE MEETING IS RUN

Neighborhood meetings are facilitated by City staff and structured in a “question and answer” format in order to capture dialogue and record public input.

### 1. CALL TO ORDER

City staff will call the meeting to order, do introductions, and thank everyone for coming.

### 2. INTRODUCTION

City staff will review the meeting agenda, purpose, what is development review, and the neighborhood meeting “ground rules.”

### 3. APPLICANT’S 10-MINUTE PRESENTATION

Besides presenting your proposal and plans to the neighborhood, we suggest asking for feedback and limiting your use of acronyms.

### 4. QUESTION & ANSWER PERIOD

The applicant is responsible for addressing the citizen’s questions and concerns. City staff will facilitate and direct questions to you. This is your (the applicant’s) opportunity to listen and understand. A summary of the meeting notes is sent to the decision maker at the time of your administrative or board hearing.

City staff will take meeting notes either on a flip chart or projector. Meeting notes are meant to capture all questions and ideas, they will not necessarily be a verbatim record of the meeting. Please interrupt if any information is incorrectly captured. City staff will send the meeting notes to the applicant and anyone who signs in at the neighborhood meeting. The neighborhood meeting minutes are also posted online at [fcgov.com/DevelopmentReviewAgendas](http://fcgov.com/DevelopmentReviewAgendas).

### 5. WRAP UP

City staff will end the question and answer period and wrap up the meeting. At this time, next steps are reviewed and the meeting is adjourned. Ideally, the meetings will not exceed two hours in length.

## FREQUENTLY ASKED QUESTIONS

### When can I schedule a neighborhood meeting?

After your conceptual review, City staff will schedule your meeting. Remember, notification letters must be mailed no less than 14 days before the meeting date.

### Who sends out the notification letters?

City staff writes the notification letters and mails them out. The applicant is responsible for the accuracy of the information and the cost of postage.

### How long is the neighborhood meeting?

Typically, neighborhood meetings are 1-1/2 hours. The mailed notice will have the specific times. The meeting continues as long as there are comments to be addressed, but not longer than two hours.

### What if there’s not enough time?

Ideally, the meetings will not exceed two hours. If there remains a great deal of questions and dialogue, a city planner may schedule an additional meeting.

### Are there refreshments at the meeting?

While the City does not provide refreshments, applicants can, but it is not required. Alcohol is prohibited.

### What happens after the meeting?

You, as the applicant, should be ready to address what was heard at the neighborhood meeting when your proposal is formally submitted. Part of the submittal is a required planning narrative, which is an opportunity to illustrate how you addressed any neighborhood concerns. Please also use this time to provide the planner with feedback on how we could improve neighborhood meetings and public input.

### When can an applicant formally submit a proposal?

In order to allow time for you to consider and/or respond to input received at the neighborhood meeting, you must wait at least 14 days after the meeting before you formally submit your proposal.

### What is the code language for these meetings?

Neighborhood meetings are a codified process located in Section 2.2.2 of the Land Use Code. This can be found online [fcgov.com/LandUseCode](http://fcgov.com/LandUseCode).

# Neighborhood Meeting Guide

FOR APPLICANTS



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STEP 1	STEP 2	STEP 3	STEP 4
<p><b>SET A DATE AND TIME</b></p> <p>Now that you completed conceptual review, a neighborhood meeting might be the next step before you formally submit your application.</p> <p>If you are required to hold a neighborhood meeting, your city planner will set it up. The date is set allowing enough time to do two things: prepare the notification letter and to mail it no less than 14 days before the meeting date. Confirm with your planner the meeting date, location and time by calling 970-221-6750.</p>	<p><b>INVITE THE NEIGHBORHOOD</b></p> <p>Two weeks prior to the meeting, a notification letter from your staff planner is sent to the neighborhood (or area defined by the Land Use Code) along with information about your proposal. Before the letter is sent, you will check the letter for accuracy.</p> <p>The notification letter and meeting information is also online at <a href="http://fcgov.com/DevelopmentReviewAgendas">fcgov.com/DevelopmentReviewAgendas</a> and included in "This Week in Development Review, an email sent every Friday. See <a href="http://fcgov.com/weeklyreview">fcgov.com/weeklyreview</a>.</p>	<p><b>PREPARE FOR THE MEETING</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Create a one-page "quick facts" sheet regarding your proposal and bring 25 or more copies to neighborhood meeting. (Check with your planner for an estimated quantity.)</li> <li><input type="checkbox"/> Prepare 10-minute presentation regarding the proposal using presentation boards or a digital projector (or other visuals). Be sure to include your site plan and character elevations. The applicant must bring any needed audiovisual equipment.</li> <li><input type="checkbox"/> Also make sure you have plenty of business cards to hand out.</li> </ul> <p>Note: the City does not provide refreshments. Applicants are welcome to provide refreshments, but it is not required. Alcohol is prohibited.</p>	<p><b>MEETING DAY</b></p> <p>Are you ready? Bring your:</p> <ul style="list-style-type: none"> <li>- quick facts copies,</li> <li>- presentation and</li> <li>- business cards.</li> </ul> <p>Please arrive no less than 15 minutes before the scheduled start time. If you are setting up equipment, please plan your time accordingly.</p> <p>To learn how the meeting is run, see the reverse side of this guide.</p>

**Questions? Call the Development Review Center 970-221-6750**

## ROLES

**What's the purpose?**  
 Neighborhood meetings allow neighbors to identify, list and discuss issues related to a development proposal. The goal is to work together (staff, applicant, and neighbors) to seek solutions for the proposal and its concerns. It is in the neighborhood's best interests to exchange ideas and ask questions directly of the applicant.

**What is the City staff's role?**  
 City staff acts as the meeting's facilitator, records any input, and answers Land Use Code questions.

Staff will also evaluate the proposal for compliance with the Land Use Code, make a staff report and recommendation.

**What is the applicants role?**  
 This is the applicant's opportunity to present their proposal to the neighborhood. The applicant answers any neighbors' questions, listens to any input, and addresses any issues.

**What is the citizen's role?**  
 This is the neighbors' opportunity to ask questions and provide input. The citizen's role is very important to help bring successful change to any neighborhood. No one knows a neighborhood better than its residents. By collaborating with the applicant, the proposal has a greater chance of being a welcomed change to the area.